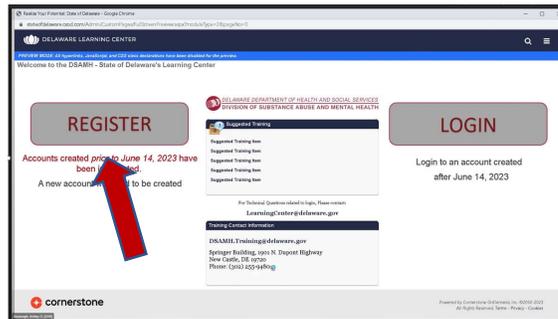


## Creating a DLC Account

1. Go to <https://stateofdelaware.csod.com/default.aspx?c=de-dsamh>

**NOTE: Please bookmark this page and use it exclusively moving forward to log into DLC and register for DSAMH trainings**



- a. Select the “Register” button on the left side.
2. Provide the requested Identifying Information requested:
    - a. Enter **First name**
    - b. Enter **Last name**
    - c. Enter **email address**
    - d. Select from the drop-down menu your **organization** (click on the small square with an arrow on it and select your organization). If your agency isn’t listed under “Organization,” please select “Other Health Organization”
    - e. Select from the drop-down menu **County**
    - f. Enter **Zip**
    - g. Click the “**Next**” Button
  3. Answer the Demographic Information requested:
    - a. Select from the drop-down menu **Highest Degree Completed**
    - b. Select from the drop-down menu **Job Title**
    - c. \*\*Enter whether you are a **DSAMH Bridge Clinic staff**. If you are NOT a Bridge Clinic staff, answer “No.”
    - d. Select from the drop-down menu (Yes/No) to the question **Do you identify as a member of the LGBTQ+ community?**
    - e. Select from the drop-down menu **Profession**
    - f. Click on the appropriate button **Gender**
    - g. Select from the drop-down menu your professional **License** (if you do not have a professional license, select “N/A”)
    - h. Select from the drop-down menu (Yes/No) **Current Military?**
    - i. Select from the drop-down menu (Yes/No) **Are you a Veteran?**
    - j. Click the “**Next**” Button
  6. Create a Password:
    - a. Follow instructions listed for creating a password.
    - b. Click Submit button.
  7. Approval Process
    - a. You will receive a confirmation email that your request to create an account in the Delaware Learning Center account has been received. Your request to create an account may take a few business days to process. If your request is approved, you will receive your login information via a second email.
  8. Logging in Once Account has been Approved
    - a. Click “Login”
    - b. Once Account is created and you logged into DLC, follow these steps:
      - i. Hover your pointer over the “Learning” tab
      - ii. Select “Events Calendar”

- iii. Locate the training date and click on the training title
- iv. Select "Request" and go through the payment process to be able to register for the workshop

## How to Look up and Print Transcripts in DLC

1. Log into your DLC Account
2. From the Navigation menu (icon is three horizontal lines on the top right side of page), click on the **Learning** tab and select "**View Your Transcript.**" Your "**Active**" transcript will appear. You *must* change the filter from Active to Completed (the filter is at the top of the transcript)
3. To view the trainings you have completed, change your transcript from "Active" to "Completed" by clicking on the button labeled "Active" and selecting "Completed."
4. After landing on your Completed transcript, click on the Option menu, (located on the top of the transcript, on the right-hand side, and has three dots in a square).
5. From the Options menu, select to either print your transcript or to export to a .pdf file.
6. Once you have either printed out your transcript or created a pdf, ensure that you have gotten everything you need.

## How to Register for Training Courses on the Delaware Learning Center

1. Once you created an account and logged in to DLC, please follow the steps below:
  - a. Hover your pointer over the "Learning" tab
  - b. Select "Events Calendar"
  - c. Locate the training date and click on the training title
  - d. Select "Request" and go through the payment process to be able to register for the workshop.